

# PAT September Regional Meetings – Q &A

## GROUP MEETINGS

### 1. What is a group meeting?

The primary goal for group meetings is to provide child development information to families in a setting that will encourage them to share with other families with similar aged children and discuss parenting issues. All group meetings must have a planned format for delivering parent education and must have all the required documentation.

### 2. What is the required documentation for group meetings?

- A **Group Meeting Planner** that documents the title, date, location, and the process for delivering the parent education;
- A copy of all the **parent handouts** used for the group meeting;
- A **parent sign in sheet** of all those in attendance; and
- **Group Meeting Feedback** that includes issues raised and possible changes for future use of the group meeting topic.

*A brief enrollment form must be included from families with children age's three to kindergarten entry who have not participated in the Parents as Teachers Program (PAT) previously.*

### 3. What is a brief enrollment form?

This is a form that contains basic contact information about the family (ie., names, addresses, phone numbers, younger siblings etc.) You should include enough pertinent information that would allow you to contact the family and possibly recruit them into the program for additional services. The brief enrollment form can be retained with the group meeting documentation. The district is not required to create a family file until a personal visit is provided.

### 4. If we have a guest speaker how do we satisfy the Department of Elementary & Secondary Education's (DESE) planner requirement?

The guest speaker should have a topic and an outline prior to presenting at the group meeting. This should be attached to the Group Meeting Planner.

### 5. Are parent handouts required for a group meeting?

Parent handouts are an excellent way to provide families with a quick reference for the information presented at the group meeting. DESE would strongly encourage the use of handouts.

### 6. Can a parent handout count as the parent education component for a group meeting?

No. The parent handout does not count as the parent education piece of the group meeting.

**7. How long do programs maintain group meeting files?**

All program files, including group meeting files, must be retained for five years after the close of the fiscal year in which the services were delivered for audit purposes.

**8. Does the parent attending the group meeting have to sign in on the Parent Sign-In Sheet or can the parent educator list the names of those in attendance?**

A Parent Sign-In Sheet does require each parent to sign the sheet which is used as a verification of attendance.

**9. Is it appropriate to have a group meeting that has a small fee per child?**

No. PAT services in Missouri are free and participation of families is voluntary.

**10. Can a district provide an activity at the same time as a mass screening and receive reimbursement for a group meeting and a screening?**

No. The most critical aspect of the screening process is the sharing of accurate and helpful information with parents. This personal conference must take place at the time of the screening or shortly thereafter. The conference should be approached as a developmental review, the mutual sharing of the child's achievements, as well as any areas of concern. The conference is part of the screening and **can not** be counted as a group meeting or a personal visit.

**11. If a district provides a playgroup for families and provides a parent education component to the playgroup, can it be counted for reimbursement as a group meeting.**

No. Playgroups can not be counted as group meetings. Please refer to Early Childhood Development Act Program Guidelines and Administrative Manual for a definition of a group meeting and a playgroup.

**12. Can a group meeting be counted as a prenatal contact?**

Only group meetings specifically designed to provide prenatal information may be counted for reimbursement. Otherwise, the prenatal contacts must be personal visits.

**13. Is a bi-monthly music group reimbursable for the entire year, even if similar information is presented each time?**

The music group must meet the criteria for a group meeting if it is to be counted for reimbursement. However, it can only be counted **once** per family attending.

**14. If you have a child care provider or small preschool group that attends the group meeting, can you count that as a contact for those families?**

If the parent/guardian is not present at the meeting than it **can not** be counted for reimbursement.

- 15. If a parent attends a group meeting that is appropriate for both the 1 year old and the 2 ½ year old but only signs in and lists one child, can the program count the family at the two or more child rate?**

Yes, if the information is pertinent to both children and both children are eligible under the Prenatal to Three Program then it can be counted as a two child contact.

- 16. If a family in the Prenatal to Three Program has 2 children, a 1 year old and a 2 ½ year old, and they attend a group meeting on Reading to Your Child how does that count for reimbursement?**

If the family has received at least one personal visit then the group meeting will count under the two or more child contact.

- 17. If a family is in the Prenatal to Three Program and the Three to Kindergarten Entry Program with 2 children, a 1 year only and a 4 year old, and they attend a group meeting on Discipline, how does that count for reimbursement?**

The program can count that group meeting as a Prenatal to Three, Single Child Contact **or** a Three to Kindergarten Entry contact. It **can not** be counted in both programs. If both parents are present it still only counts as either a Prenatal to Three **or** a Three to Kindergarten Entry Contact.

- 18. If you have a grandparent that attends the group meeting, can you count that as a contact for reimbursement?**

No, the grandparent does not count as the parent unless he or she is the primary care provider. This does not include grandparents who care for the children while the parent is at work.

### **THREE TO KINDERGARTEN ENTRY PROGRAM**

- 19. What is a BCU and how is it reimbursed?**

A BCU, Basic Contact Unit, is the term used to describe basic services for the Three to Kindergarten Entry Program. A family can receive up to 2 contacts in the basic services with at least one of the contacts being a personal visit.

For FY07 the district may count a family who attends a group meeting but does not participate in a personal visit as receiving one contact. Please note that the intent of the Three to Kindergarten Entry services is to provide a family with full service, which is two contacts, one of which is a personal visit.

- 20. What is the reimbursement for High Needs families in the Three to Kindergarten Entry Program?**

Families in the Three to Kindergarten Entry Program must receive full service, 1 BCU (\$90), which requires a minimum of 1 personal visit. If the family meets one or more of the high needs characteristics they could receive an additional 23 personal visits (\$55 per contact).

- 21. Where do you file information on a family who only participates in the Three to Kindergarten Entry Program with a personal visit?**

Any family who receives a personal visit must have a family file.

## **REIMBURSEMENT**

**22. Does an FSEU have to be with the same family?**

An FSEU, Full Service Equivalent Unit, is based on 5 contacts. It is the goal for all families to receive full service, however, that may not always be possible. For example: A family receives 2 personal visits prior to moving out of the district. Another family joins the program mid year and receives 3 personal visits. Together these two families constitute 1 FSEU.

**23. If a family is going through a divorce and both parents want to continue in the program how do you count them?**

If both parents reside in the district DESE would suggest that services be divided between the parents. It may also be beneficial for the program to assign the family to two different parent educators.

**24. A family in the Three to Kindergarten Entry Program has 2 children, a three year old and a 4 ½ year old. The family also meets one or more of the high needs characteristics, how does the district provide reimbursable contacts?**

All high needs contacts must be personal visits, with the exception of teen parents. Currently DESE does not fund high needs contacts at a higher rate for families with 2 or more children. Therefore services to this family may include one group meeting and one personal visit or two personal visits to complete the BCU and then no more than 23 personal visits in the high needs category. The intent of the high needs contacts is to provide additional support through out the year. An example would be: a personal visit is scheduled twice a month with the family for 11 ½ months or 23 personal visits.

**25. A family in the Three to Kindergarten Entry Program has 2 children, a three year old and a 4 ½ year old, how does the district provide reimbursable contacts?**

Due to the limited amount of funding available there is not additional funding for families participating in the Three to Kindergarten Entry Program with two or more children.

## **SCREENINGS**

**26. What is the difference between an S1 and an S3?**

An S1 is the category for screening services provided for children 6 months up to age three. An S3 is the category for screening services provided for children age three to kindergarten entry.

**27. If the district screens a child for preschool and then later for kindergarten with the same test, can the district receive reimbursement for both screenings?**

A child can be screened and claimed for reimbursement if all the components of the screening were completed. One screening, per child, per year may be counted for reimbursement.

**28. Is the head circumference, height and weight still required for screening?**

DESE has taken the head circumference off the screening however the height and weight are still a required part of the screening and should be completed unless the child has received a well child check from a health care professional within the past six months.

**ADMINISTRATION**

**29. When and where can I get an updated copy of the SB658 Program Guidelines and Administrative Manual?**

The manual has been updated as of October, 2006. Changes to the manual will reflect additional clarification and explanation of the new BCU for Three to Kindergarten Entry families. Programs can find the manual on the Early Childhood Website under Parents as Teachers.

**30. Can we put more than one email address on the web application for DESE?**

At this time only one email address may be submitted on the district application and that address is linked to the contact person.

**31. Should new parent educators hired after the application was submitted be added to the application now or added on the next application?**

The list of parent educators on the application should be updated so that it reflects all of the individuals who have provided or will be providing services during the program year.

**32. Should a district invoice DESE periodically during the year?**

Currently DESE is not requiring districts to submit invoices at a particular time. However, DESE would strongly encourage programs to invoice periodically to ensure services are being provided and reported accurately.

**33. Can a district access the Quota information from the Web System?**

Yes. All PAT information is available through the Web System. Go to the PAT Main Menu and click on the Reports link.

**34. What records are required to be transferred to the child's elementary attendance building when they enter kindergarten?**

- Screening Protocols;
- Exit Report Forms;
- Individual Service Records; and
- Health Questionnaires.

**35. How long do we need to keep all the backup information used to compile the Final Report?**

All program files must be retained for five years after the close of the fiscal year in which the services were delivered for audit purposes. Verification of services for each family must be maintained to support requests for reimbursement.

**36. Do programs need to keep the parent evaluation forms and if so, how long are districts required to maintain the information?**

Districts must keep the parent evaluation forms along with a summary of the information provided. These would be considered program files and should be maintained for 5 years.

**37. How do I determine the number of high needs contacts to provide to the Prenatal to Three families and the Three to Kindergarten Entry families?**

DESE suggests no more than 50% of the High Needs contacts be provided to families in the Three to Kindergarten Entry Program.

**38. Why is the district responsible for offering insurance and benefit packages for parent educators? Why doesn't Parents as Teachers National Center or DESE offer them?**

The Parents as Teachers National Center is responsible for providing training and tracking certification. DESE is responsible for administering the program out to districts. This includes setting up guidelines, collecting data and making payments. The district is responsible for their personnel regarding hiring, salary, payment of services, etc..

**39. What if a previous parent educator turned in visits to DESE for reimbursement that were not provided? What would happen to the school district? What would happen to the parent educator?**

If it is determined that services were reported but not provided or could not be verified through documentation, DESE would work with the district to correct the discrepancy. This would include technical assistance with record keeping and supervision of the program. DESE would determine the correct amount of reimbursement and would request the additional funds to be returned to the state.

Any action against the parent educator would be at the districts discretion. The parent educator(s) are the responsibility of the district.

**40. How does DESE determine who will get a monitoring visit? Can a district request a monitoring visit?**

DESE determines whether a district will receive a monitoring visit several different ways. A district could be selected for a monitoring visit based on various reports pulled from the districts Final Report and/or Application, concerns from families or district personnel, or the district(s) that are going through a full MSIP review. Any district can request a monitoring visit on an "as needed" basis.